

VACANCY NOTICE

File#10670

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>Highway Safety Program</p> <p>TITLE OF POSITION: Coordinator (DOT) CLASSIFICATION CODE: 02764300</p> <p>SALARY RANGE: (2831A) \$49456-56128 REFERENCE POSITION NO.: 5344-56100-1</p> <p>Department or Agency Name TRANSPORTATION APPLICATION PERIOD: 05/23/06-05/29/06</p> <p>Division/Section/Unit Administrative Services / Highway Safety Office</p> <p>Assignment's) / Comments NS</p> <p>Shift and Days: _____ Job Location: Providence</p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes X No _____</p> <p>Name of Bargaining Unit Union: LIUNA LOCAL 808 (EE#3591 Professionals)</p> <p>There is* <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Office on Highway Safety Programs are funded with National Highway Traffic Safety Administration (NHTSA) & works with state & local governments to promote, develop and/or execute programs to fulfill our mission to reduce crashes, injuries & fatalities. Position would devote 50% of the time to these responsibilities. The remaining 50% of the duties/responsibilities would be devoted to minority outreach. These include: creating pertinent & appropriate messages for diverse populations to support the "Click It Or Ticket" (CIOT), "You Drink & Drive You Lose" (YDYL), aggressive driving/speeding, child passenger safety, motorcycle, bicycle and/or pedestrian programs; developing appropriate inroads for message & enforcement outreach into the non-English speaking population developing media campaigns for non-English speaking & alternate media outlets for message distribution, creating partnerships with neighborhood & Safety/Health advocates to grow the outreach of our messages & activities, etc. to do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: considerable employment in a responsible position assisting in the planning, development and execution of a highway safety program; or considerable employment in a responsible capacity in the private sector promoting and administering a comprehensive organized safety program. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Desirable Skills: Bi-Lingual-Spanish</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124</p> <p>Telephone #: <u>222-2572</u></p> <p>TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf)</p>  

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER